

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

6. TRANSPORTATION (Also ^{See} Regulation No. and Procedure Regulation No.)

25X1A

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A. Travel

(1) Issuance of Travel Orders

- (a) Travel orders will be issued by the Transportation Division, Administrative Services Office, except as otherwise stated.
- (b) Chiefs of Missions outside the continental United States may authorize, approve and issue travel orders for permanent changes of station and temporary duty travel within their theaters only for employees under their jurisdiction. Such orders may provide for temporary duty travel beyond the theater where clearance has been obtained from the appropriate Division Chief. Chiefs of Missions may not issue orders for travel to or from the United States or for change of station to a location outside their theater.

(2) Requests for Travel Orders

- (a) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared and routed to the Transportation Division, Administrative Services, through:
 - (1) Office heads or their delegates (not below Division Chief level) in the case of individuals under their jurisdiction.
 - (2) Personnel Director in cases involving permanent change of station or travel to first post of duty abroad.
 - (3) Chief, Administrative Services, when a request includes overseas transportation of an automobile.
 - (4) Personnel Director for travel abroad on temporary duty.
 - (5) Appropriate Deputy Director or his Assistant in cases of Office heads.
- (b) Personal action of each forwarding official must be indicated on the request.
- (c) Requests for monthly or annual blanket travel orders for employees engaged in repeated official trips will in each case be approved by the Chief or Deputy Chief, Administrative Services.
- (d) Requesting and approving officials will indicate on the requests for travel orders the recommended per diem and mileage rates and will reduce the maximum allowance whenever it exceeds the necessary official traveling expenses. The approval of a request by the initiating office will be deemed a certificate that the rates

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stipulated therein are not in excess of the amounts normally required to meet the necessary official traveling expenses

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(3) Type of Funds to be Used for Travel Expenses and Allowances

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- (a) (1) Copy from draft
(2)
- (b)

(4) Per Diem

~~xxxx~~ Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the official travel expenses.

(a) Training Duty in Washington Prior to Reporting for Overseas Assignment

- (1) Employees hired, etc. *Y*
(2) Employees while in Washington, etc.

(b) Temporary Duty

- (1) For extended periods of temporary duty, etc.
(2) Maximum per diem payable for travel beyond the limits, etc.

~~xxx~~

(c) Permanent Change of Station, Home Leave or Travel to First Post of Duty

Per diem payable to an employee and his immediate family incidental to travel abroad on permanent change of station home leave or travel to first post of duty and return therefrom shall be in accordance with applicable provisions

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(5) Travel by Armed Services Personnel *Agency*

Armed Services Personnel performing temporary duty travel or travel in connection with a permanent change of station for the benefit of the Agency will be reimbursed for per diem and travel costs in accordance with the travel regulations of the Armed Services. Upon receipt of travel requests approved by the Transportation Division, Administrative Services Office, the Military Personnel Division, Personnel Office, will issue appropriate travel orders. Two certified ^{copies} of the orders will be forwarded to the Fiscal Division, Finance Office.

Travel by

(6) ~~Military and Reserve and Draft~~ ~~Eligible Employees~~

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under 6

Any person who has a reserve status or is registered under the Selective Service Act, must contact the Transportation Division, Administrative Services Office, [] sufficiently in advance of their departure date to enable that office to obtain through the Military Personnel Division, Personnel Office, the necessary clearances from the appropriate reserve unit or Selective Service Board.

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(7) Travel Arrangements

The Transportation Division will arrange travel accommodations, and personal hotel reservations, shipment of household effects and automobiles, obtain passports, visas, and TOA [] for travel to occupied zones, arrange for necessary security briefing, and issue Government requests for transportation for vouchered travel, etc. ~~xxxx~~ ~~Transportation Division is the only facility~~ The Transportation Division is the only facility authorized to procure bookings, reservations, tickets, etc., for employees traveling to overseas destinations, except as [] otherwise specifically authorized.

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PROCEDURE REGULATION NO.

25X1A

6. TRANSPORTATION

A. Travel

- (1) Requests for Travel Orders
- (a) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions or those issued for staff agents will be prepared as follows:

Unvouchered domestic travel - CIA Form 33-28, "Domestic Travel Order" in quadruplicate (quintuplicate if for military personnel).

Unvouchered foreign travel - CIA Form 36-207, "Request for Unvouchered Travel Order", in triplicate.

Vouchered travel (domestic and foreign) - CIA Form 34-5, "Request for Travel Order", in duplicate.

- (b) Requests for travel orders will be routed to the Transportation Division, Administrative Services Office, with required approvals, as set forth in CIA Regulation No. Section A(2).
- (c) Requests for domestic travel will be submitted in sufficient time to be processed and reach the Transportation Division at least 48 hours prior to the planned departure time. Requests for foreign travel should be submitted 60 days in advance of planned date of departure.

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8. Domestic and Foreign Shipment of Supplies and Equipment.

(a) Requests for shipment of official supplies and equipment will be submitted on Form 36-4 "Request for Domestic and Foreign Shipments," by Chief, Procurement and forwarded to Chief, Shipping Branch accompanied by copy of requisition submitted by sponsoring office.

(b) Upon receipt of advice from Chief, Procurement that the items requested have been procured and information regarding number of pieces, weight, measurements and cube have been furnished, the Shipping Branch will then request shipping space via means of transportation selected. When shipping space is available and confirmed, the markings to be stenciled on the cases, etc., will be furnished the [redacted] 25X1

Branch. Transportation of the cargoes to the ports of embarkation will then be arranged by the [redacted] with the Motor Pool, using Agency trucks for this purpose. 25X1